

INVENTORY OF THE UHCL UNIVERSITY ARCHIVES RECORDS, 1982-1998 (#2001-0005)

Early records showing the development of the University Archives through conception, funding, staffing and organization. Two small subgroups consist of Library Director Michael Lee's correspondence files regarding establishing the University Archives, and the Adjunct Archivist's involvement in the Twentieth Anniversary Committee where he was involved in developing exhibits and supervising an Oral History Project.

<u>Box</u>	<u>Folder</u>	<u>Title</u>	<u>Dates</u>
		Historical Features	
1	1	Floor Plan	undated
	2	Personnel	1990
	3-4	Policies	1990
	5	Newspaper Indexing	undated
	6	Proposals	1982, 1989-91
	7-8	Correspondence	1989-1996
	9	Donors	1991-94
	10	Reports	
		Annual	1989-95
	11	Speeches	
		Orientation to University Archives	1998
		Personnel Records	
	12	Avendanio, Elizabeth	1990-91
	13	Greene, Casey Edward	1993
		Subject Series	
	14	Faculty Publications	undated
	15	Publicity	1990-91
	16	Readings	undated
		Notes	
	17	Processing	undated
		<u>SUBGROUPS</u>	
		Michael Lee Papers	
	18	Correspondence	1982-89
2	1	Correspondence	1990-92
		Twentieth Anniversary Committee	
	2	Correspondence	1993
		Exhibits	
	3	"Building a University"	1993
	4	Correspondence	1993
	5	"Developing an Exhibit"	1993
	6	Notes	undated
	7	Printed Matter	undated
	8	Columbia University	1993
	9	"Exhibits for the Small Museum"	undated
	10	"Help! For the small Museum"	undated
	11	"Making Exhibit Labels"	undated
		Oral History Project	
	12	Correspondence	1993-94
	13	Policies	1993
	14	Release Forms	1993
	15	Proposal	1982
	16-17	Printed Matter	undated
	18	"Oral History for Archivists" workshop	1993
	19	"Oral History for the Local Historical Society"	undated